

28 JUN 1983

MEMORANDUM FOR: Administrative Officer, DCI
 Administrative Officer, ICS
 Executive Officer to the DDA
 Special Support Assistant to the DDA
 Chief, Planning and Management Staff, DDI
 Chief, Administrative Staff, DDS&T

DD/A Registry

83-1668

FROM:

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Chief, Logistics Services Division, OL

SUBJECT:

Applications for Property Pass, Form OF-7

REFERENCE:

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1. It is requested that applications for employees requiring authority to issue Property Pass Form OF-7 be submitted, as soon as possible, to the Chief, Building Services Branch, Logistics Services Division, Office of Logistics (BSB/LSD/OL). All previous authorizations will be canceled upon receipt of the new applications; and, hereafter, this authority must be requested by the senior support officer of each Agency component on a yearly basis by memorandum to the Chief, BSB/LSD/OL. All authorizations will expire one year from date of issue.

2. The applications for delegation of authority to issue one-time property passes must contain the name, badge number, employee number, directorate, office, division, branch, room number, and telephone number of the intended user, a brief justification, and the name of the building for which authority is needed. It must be accompanied by a 3x5 inch card bearing the signature of the person for whom authority is being requested.

3. If you have any questions in this regard, please call [redacted]
 [redacted] Chief, BSB/LSD/OL, on extension [redacted]

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Attachment
 Reference

OL 10078-83

83-1668